



**HOME IMPROVEMENT  
SALESPERSON INFORMATION**  
OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 EMAIL: [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV)

**LICENSE PERIOD:**

Licenses issued in odd years are valid from March 1 until February 28 of the next odd year. Licenses issued in even years are valid from March 1 until February 28 of the next even year.

**DEFINITION:**

Any person who solicits or sells any place within the city, other than at the licensed business location, must be licensed as a salesperson. Exemptions: Individuals, corporations which include only one person, or limited liability companies having only one member, which have been issued a home improvement contractor license, or licensed master plumbers licensed under the statutes of the state of Wisconsin, or licensed electrical contractors licensed under the code need not have a salesperson's certificate.

**APPLICATION:**

Obtain application from City Clerk License Division, City Hall, 200 E. Wells Street, Room 105, Milwaukee, WI 53202 or by calling (414) 286-2238.

**LICENSE FEE:**

The \$50 license fee **must be submitted with application**. Checks made payable to the City of Milwaukee.

**SIGNATURES:**

Notarized signature of applicant is required. Additionally, all salesperson's applications must be signed by an officer or agent of the corporation licensed as a home improvement contractor, a member of the licensed limited liability company, a partner of the licensed partnership, or the

individual contractor before the application may be processed.

**PHOTOGRAPHS:**

Two recent full-faced passport sized photos must be submitted with the application. **Polaroid photos are not acceptable.**

**FINGERPRINTING:**

All new applicants whose fingerprints are not on file with the Milwaukee Police Department must report to the Police Administration Building at 951 N. James Lovell Street (7<sup>th</sup> St), Room 305 to be fingerprinted by police personnel.

**REFUND OF LICENSE FEE:** If an application is withdrawn or denied, you are eligible for a refund in the amount of \$25, provided the refund is requested no later than one year from the date of withdrawal or denial of the application. If a license is not issued, the refund must be requested no later than one year from the date of application, unless the license has been granted, in which case no later than one year from the date of granting of the license.

**DUPLICATE LICENSE FEE:** The fee for a duplicate license is \$8. You must bring a current photo Identification.

**PLEASE NOTE:**

**Your salesperson license cannot be issued if your employing company does not have a valid home improvement contractor license.**

***Incomplete applications, applications submitted without the required fee, photographs and notarized signature will be returned***



**Milwaukee**

# HOME IMPROVEMENT SALESPERSON LICENSE APPLICATION

ccl-135b (12/02)

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

Full Name (Last, First & Middle Initial)	
Home Address (include City, State, Zip Code):	
Home Phone Number: (    )    -	Date of Birth:
Business Name:	Business Phone Number:(    )    -
Business Address (include City, State, Zip Code):	
<b>Full Name of corporation or limited liability company:</b>	
Have you ever been convicted of violating any federal or state laws, or local ordinances? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list date, charge and penalty:	
<p>The undersigned agrees to inform the City Clerk within ten days of any substantial changes in the information supplied in this application. The undersigned shall not willfully refuse to provide the services offered under this license, or refuse to employ, or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry; and not seek such information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion on the basis of such information.</p> <p>I have knowledge of the City Ordinances currently regulating the license applied for herein, and being duly sworn under oath, depose and say that I am the person named above and that all statements made in the foregoing application are true and correct.</p> <p>SUBSCRIBED AND SWORN TO BEFORE ME THIS</p> <p>_____ day of _____, 20_____</p> <p>_____ Notary Public, State of Wisconsin</p> <p>My commission expires _____</p>	
<b>Appointment of Salesperson by Contractor Licensee:</b> I, _____ the Home Improvement Contractor Licensee, for (Print Name) _____ hereby appoint the above named individual to act as (Name of Business) a salesperson for said business.  _____ Signature (Individual Contractor Licensee, Partner, Agent or Officer of the Corporation, Any member of an LLC)	

## Office Use Only:

Initials: \_\_\_\_\_ Filed: \_\_\_\_\_ License #: \_\_\_\_\_ Issued: \_\_\_\_\_